Prescribes the Procedure for rectification of discrepancies in the Provident Fund Accounts of Non-Gazetted Government Servants.

OFFICIAL MEMORANDUM

No. FD 78 PPF 64, DATED BANGALORE, THE 29TH JUNE 1964
(ASHADHA 8, SAKA ERA 1886).

The attention of the Secretaries to Government, Heads of Departments and all Drawing Officers is invited to this Department Official Memorandum No. FD 37 PPF 60, dated 13th June 1960, emphasising the necessity of verification of Annual Statement of General Provident Fund Accounts by the subscribers within a period of three months.

2. It has been brought to the notice of Government that in a large number of cases the Provident Fund Accounts of State Government Servants remain incomplete. It takes a long time to trace the missing credits/debits and set right the discrepancies in these accounts. The question of evolving a procedure for ensuring expeditious location and rectification of items of discrepancies has been examined and it has been decided to lay down the following procedure for strict compliance by all concerned :—

(i) On receipt of the annual statements of accounts from the Accounts Officer, the Heads of Offices should distribute them promptly amongst the subscribers concerned and obtain their acknowledgments and certificate of verification for transmission to the Accounts Officers concerned.

(ii) If any subscriber finds that the balance at his credit as shown in the annual account statement is less than what he has actually subscribed/ withdrawn or is otherwise incorrect he should immediately submit a representation to his Head of Office. While forwarding the representation to the Accounts Officer concerned, the Head of Office should record thereon a certificate indicating the month-wise details of the subscriptions recovered from the salary of the subscriber during the year, or withdrawals made together with the particulars of the bills in which the recoveries/withdrawals were made.

(iii) The acknowledgments together with the certificates of verifications and representations of the subscribers, if any, alongwith the certificates of deductions should be sent to the Accounts Officer concerned within three months of the date of receipt of the annual account statement. The Accounts Officer will then immediately initiate action to locate the missing credits/debits and to adjust them in the subscribers' accounts and send necessary intimation to the Heads of Offices.

3. The Secretaries to Government, Heads of Departments and all Drawing Officers are requested to impress upon all the staff under their control to follow the above procedure scrupulously.

C. R. SESHADRI,
Under Secretary to Government,
Finance Department.